

POLLUTION CONTROL ASSISTANT DIVISION DIRECTOR

KIND OF WORK

Highly responsible administrative work assisting in the direction of a division of the Minnesota Pollution Control Agency.

NATURE AND PURPOSE

This employee assists the director of one of the agency's divisions in planning, directing and coordinating all activities of the division. Responsibility extends to assisting in policy making, objective setting, program development and resource allocation within the division. The incumbent serves as a representative to the public as well as to communities and governmental agencies regarding pollution control activities of the division.

The employee in this class reports to the division director who reviews work in terms of success in meeting stated goals and objectives. Supervision of staff is exercised directly through section chiefs in the division and the incumbent is also expected to establish and maintain effective working relationships with appropriate federal, state and local officials and other interested citizen groups.

EXAMPLES OF WORK (A position may not include all the work examples given, nor does the list include all that may be assigned.)

Assists the director of the division in administering the division in such a manner as to ensure a coordinated and equitable pollution control program in the areas of water quality, air quality or solid hazardous waste.

Assists the director in legislative matters including analysis of bills relating to pollution control programs so that the programs are consistent with federal and state policy.

Assists the division director in preparing the division budget and staffing requests for presentation to the Department of Finance and Legislature.

Directs the preparation of program plans and grant applications to the federal government in such a manner as to facilitate the awarding of program grant monies.

Supervises the preparation of staff training plans and selected programs in conjunction with Environmental Protection Agency training opportunities, colleges, and universities relating to various fields of pollution control designed to keep staff informed and more knowledgeable of current technology and practices.

Directs the preparation of regulations and criteria necessary to ensure the success of the division's programs and appears at public hearings to present such proposals for formal adoption; and prepares final documents after hearing.

Coordinates preparation of division agenda items for presentation to the agency at regular meetings including staff recommendations for action to be taken by the agency so that the agency can act from a position of being well informed on proposals and potential problems.

Coordinate the development and implementation of regional work plans to reflect division priorities and activities so that regional field tasks are aligned with programmatic responsibilities of the division.

Assesses the division's personnel, fiscal and management systems and organization structure and recommends changes in order to ensure the efficient operation of the division.

Performs related work as required.

### KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

#### Knowledge of:

The principles and practices of pollution control and environmental protection pertaining to water quality, air quality or solid and hazardous waste management.

Federal and state laws, rules and regulation relating to pollution control.

Overall agency program and ability to integrate the activities of the division into the total program.

#### Ability to:

Plan, initiate and assist in directing administrative policies and procedures.

Effectively supervise others responsible for the implementation of divisional goals and objectives.

Establish effective working relationships within the division and the agency as well as representatives of other state and federal agencies and affected groups and individuals.

Identify policy issues, develop division position and implement new or changes in pollution control policies.

Est.: 10/3/74

Rev.: 6/81

Ckd.:

T.C.:

Former Title(s):